RE	EQUEST FOR RECORD'S DISPOSITION	JOB NUMBER		
	(See Instructions on reverse)	7) 1-412-01-3 DATE RECEIVED		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 10-27-00	
1 FROM (Agency or establishment) Environmental Protection Agency			NOTIFICATION TO AGENCY	
MAJOR SUBDIVISION Office of Research and Development			In accordance with the p USC 3303a the dispo	provisions of 44 position request,
	OR SUBDIVISION	In accordance with the p USC 3303a the dispo including amendments, is a for items that may be mark not approved" or "withdray	approved except ked "disposition vn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE				IE UNITED STATES
Chris O'Donnell, Agency Records Officer 202-260-1324			3-14-03 AM W (and	
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Is not required; Is attached, or has been requested DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE Agency Records Officer				
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPO	SED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	CE-agency, nume		STANDARD FO	DM 115 (DEV. 3.01)
	115-109 NSN 7540-00-634-	4064	STANDARD FO	RM 115 (REV 3-91)

EPA Records Schedule 002

Status: Final, 10/31/2009

Title: Emissions Inventory System (EIS)

Program: Air

Applicability: Agency-wide

Function: 108-023-01 - Air Monitoring and Forecasting

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

• N1-412-01-3

Description:

The Emissions Inventory System (EIS) collects, stores, and distributes the National Emissions Inventory (NEI). It includes facility inventory data and criteria air pollutant and hazardous air pollutant emissions for point, nonpoint, mobile and event sources. The NEI is used for periodic assessment of emission trends, and is used for air quality modeling purposes. State, Local and Tribal emission inventories form the basis for the NEI, which also includes emissions data gathered from other sources. The public has access to emissions inventory data through a public Web site.

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

- Disposable
- Destroy or when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- Disposable
- Follow instructions for EPA 171.

Item c: Electronic data

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

Permanent

• Transfer data annually to the National Archives, as specified in 36 CFR 1235 44-1235.50 or standards applicable at the time.

Item d: Output and reports

- Varies
- File with related records and follow instructions for the related records.

Item e: System documentation

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

Permanent

• Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. This documentation would be transferred with the electronic data (item c)

Guidance:

The Air Quality System (AQS) is scheduled as EPA 496.

Reasons for Disposition:

The following changes were made in the 12/31/2008 version:

• Revised the title and description of the schedule.

The following changes were made in the 06/30/2008 version.

- Updated the name of the program office in disposition items a, c and e.
- Updated contact information.

The following change was made in the 04/30/2008 version:

• Revised disposition instructions for item b.

The following changes were made in the 03/31/2008 version:

- Changed the disposition instructions for items a and b.
- Added applicability to disposition items a, c and e.
- Revised wording in disposition instructions for item d.
- Revised title of disposition item e.

On September 30, 2000, the AIRS Facility Subsystem (AFS) emissions inventory component was phased out and the NEI database serves as the single repository of emissions inventory data. Under N1-412-99-8, the National Archives approved emissions data from AFS as permanent. Replaces National Emissions Trends (NET) and National Toxics Inventory (NTI) databases.

Item f for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group

Contact: Sally DombrowskiTelephone: 919-541-3269

Related Schedules:

EPA 171, EPA 496

Previous NARA Disposal Authority:

Entry: 03/16/2000

EPA Approval: 10/25/2000

NARA Approval: 03/14/2003